



REQUEST FOR PROPOSAL

TENT RENTAL

JANUARY 26, 2015

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1. SUMMARY

The Upper Peninsula State Fair Management Agent of Escanaba, MI is accepting proposals for the rental of large tents at the 2015 event. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged. The U.P. State Fair Authority reserves the right to reject any and all bids.

2. PROPOSAL GUIDELINES AND REQUIREMENTS

Guidelines

This is an open and competitive process.

Proposals received after 12:00pm/noon EST, Friday, February 27th, 2015, will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the sub-contractor. The Upper Peninsula State Fair Management Agent will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have selected.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Requirements

- Fair Week (August 17th - 23rd, 2015)
- (1) 80' x 130' with side walls
- (1) 40' x 140' with side walls
- (3) 15' x 20' marquee tents with side walls
- Tents must be attractive and clean
- Tents must not leak
- Tents must be flame retardant with certificate
- Bids include set-up and tear down
- Company must have ability to respond in case of an emergency

3. CONTRACT TERMS

The Upper Peninsula State Fair Management Agent will negotiate contract terms upon selection. All contract are subject to review by Upper Peninsula State Fair Management Agent legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

4. TIMELINE

- This RFP is dated January 20, 2015. Proposers may also request a copy be sent via email by contacting TJ Thomas at info@upstatefair.org .
- Proposals are due no later than 12:00pm/noon EST, Friday, February 27th, 2015.
- Proposals will be evaluated immediately thereafter. During this time we may require interviews at our office or over the phone with our evaluation team. You will be notified if this is requested.
- The name of the candidate firm who has been selected will be decided on or about Friday, March 27th, 2015.
- Negotiations will begin immediately with the successful candidate.
- Both tents must be constructed and ready for use no later than 12pm/noon EST on Saturday, August 15th.

5. EVALUATION CRITERIA

The following criteria will form the basis upon which the Upper Peninsula State Fair Management Agent will evaluate proposals. The mandatory criteria must be met and include:

Two (2) copies of your proposal must be received no later than 12:00pm/noon EST, Friday, February 27th, 2015.

Deliver proposals to the attention of:

TJ Thomas
UPSF - Communications Director
230 Ludington St.
Escanaba, MI 49829

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Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal - the proposed solution meets the needs and criteria set forth in the RFP
- Expertise in recommending and communicating appropriate technical solutions as evidenced by the proposal and references.
- Candidate Experience - Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure and Price Levels - The price is commensurate with the value offered by the proposer.
- Proposal Presentation - The information is presented in a clear, logical manner and is well organized.
- Demonstrated commitment to high service level agreements.

6. UPPER PENINSULA STATE FAIR MANAGEMENT AGENT CONTACT

If you have any questions please contact:

TJ Thomas
UPSF - Communications Director

(906) 212-5403

info@upstatefair.org

230 Ludington St.
Escanaba, MI 49829